



**Facilities Planner
Finance and Administration Division
Olympia, Washington**

Compensation: Range 59 - \$4,003 – \$5,125/mo

Closing Date: August 11, 2006 (5:00 p.m.)

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Our Core Competencies:

In support of our mission and vision, our employees strive to demonstrate all of the competencies listed below:

Communication Effectiveness: Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Customer Centered: Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

Ethics and Integrity: Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

Performance Leadership: Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

Personal accountability/Initiative: Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition to these, our supervisors and managers strive to demonstrate the following:

Strategic Thinking/Planning and Vision: Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

Human Resource Management: Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

Position Objectives & Responsibilities:

This position is responsible to design, plan, schedule, coordinate and direct relocations, renovations, remodels and reconfigurations as well as other facility related projects at the agency's capitol campus, west side complexes and field offices. The Facilities Planner applies the principles of project management during all phases of facility projects to include cost control.

WORKING CONDITIONS:

The incumbent must be willing and able to do the following to perform the duties of this position.

- *Continuously perform computer work for up to 2 hours at a time
- *Effectively handle highly stressful or adverse situations
- *Possess a valid Washington State Driver license
- *Some statewide travel is required.
- *Some evening and weekend work is required.

Required Qualifications:

- ✓ 18 months experience in governmental facilities work or in related fields in private industry that required familiarity with large-scale facilities development and utilization.
- ✓ 12 months experience operating AutoCAD or a completion certificate for computer aided drafting course work from a technical school, community college or University.

Desired Competencies:

Knowledge of principles and practices of:

- ✓ Construction of structures and grounds
- ✓ Blue print, working drawing, building and code interpretations
- ✓ Facilities planning techniques
- ✓ Oral and written communication techniques

Compensation

This position is in general government service. Starting monthly compensation is \$4,003 - \$5,125/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-126G FP*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required Qualifications and Desired Competencies outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

Attn: 06-126G FP

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.